

Indiana Department of Transportation
RFP No. 06-10
08-04-06 Posting Date
Request for Proposals Notification
Response Due Date: 08-18-06, 4:00 pm.

Summary of Items Included

Item No. 1. INDOT ORGANIZATIONAL DEVELOPMENT PLAN

Consultant Meetings and Communication Policy

Please note the following policy concerning communication with the Department during the Request for Proposals (RFP) announcement and selection process:

During the time period between advertisement and the announcement of final consultant selections for the RFP Selection Process, the Department will not communicate with consultants (or their agents) regarding the status of the selection process, or entertain any communications related to marketing, etc.

Permissible communications include project administration activities for authorized agreements, scope and negotiation activities for projects selected but not under contract, training or related activities and technical or scope of services questions specific to services included.

Questions related to this RFP are to be directed via e-mail to contractsrfp@indot.in.gov. Please include subject: RFP061001-name-question with the question. INDOT personnel will prepare a question and answer document that will be posted on the website with this advertisement. Please submit your questions as early as possible to allow sufficient time for response and please review previously posted questions prior to submitting.

Letter of Interest Submittal Instructions

Firms interested in being considered for selection shall respond by sending one email for this item along with one required attachment, as noted below. All responses are to be emailed to Contractsrfp@indot.in.gov with each of the attachments listed below. The subject line for each email and the attached file names are to match the following format with no spaces: RFP0610-[Firm Name or Nickname]-Item-#.

Required Attachments:

- one (1) Letter of Interest (LoI) in pdf (preferred) or tif format, named in the same format as identified above for the subject line with “-LOI” added to the end, and

Sample file name: RFP0610-myconsultingfirmornickname-item-1-LOI

All Letters of Interest must be received no later than 4:00 pm, Indianapolis time, on

August 18, 2006, to be considered. A reply confirmation of receipt will be returned for each email submitted. When completed, selections will be announced through the [Department's Website](#) .

Selection Procedures

The Department will directly select consultants for this item listed above and further described herein, based on a Letter of Interest (LoI) and other required documents. The requirements for the LoI and the [Consultant Selection Rating Form](#) (**Exhibit A** below) that will be used by INDOT to evaluate and score the submittals are shown below.

Requirements for Letters of Interest

A. General Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the LoI Content (Item B below), in the same order listed, signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LoIs shall be limited to a total of twelve (12) 8½" x 11" pages. Ten (10) pages for Identification and Qualifications and two (2) pages for the combined Key Staff and Project Approach, unless otherwise noted in the Project Description.
3. LoIs must be received by 4:00 pm, Indianapolis time on the due date. Responses received after this deadline will not be considered. Submittals will have to include all required attachments to be considered for selection.

B. Letter of Interest Content

Identification and Qualifications

1. Provide the firm name, address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate for the associated work.
2. List all proposed subconsultants, and the percentage of work to be performed by the prime consultant and each subconsultant.
3. Remaining space within the ten (10) pages, Section A.1 may be utilized to provide personnel resumes, additional information concerning qualifications, etc.

Key Staff and Project Approach

1. List the Project Manager and other key staff members, including key subconsultant staff. Include project staff for important disciplines and staff members that will be responsible for the work.

Address the experience of the key staff members on similar projects, and the staff qualifications relative to the required item qualifications.

2. Describe the capacity of your staff and their ability to perform the work in a timely manner relative to present workload and the availability of the assigned staff.
3. Provide a description of your Project Approach or of your approach to the advertised services. For project specific items confirm that the firm has visited the project site. For all items address your firm's technical approach, understanding of the project or services, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.
4. Provide an internet weblink url address to a demo, or other previously created example, of a customized web-based organizational assessment / development program tool that your firm or team has created.

Exhibit A, this form will be used by INDOT to evaluate and score the submitted LoI's.

Selection Rating for RFP- No. _____, Item No. _____

Consultant Name: _____

Services Description: _____

Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Disputes	Outstanding Agreement Disputes.				
	No outstanding unresolved agreement disputes > 3 mos. old.	0		20	0
	Outstanding unresolved agreement disputes more than 3 mos. old.	-3			
Past Performance	Historical Performance.				
	Timeliness score from performance database.			15	
	Quality/Budget score on similar work from performance database.			15	
	Quality/Budget score on all INDOT work from performance database.			10	
Capacity of Team to do Work	Evaluation of the team's personnel and equipment to perform the project on time.				
	Availability of more than adequate capacity that results in added value to INDOT.	1		20	0
	Adequate capacity to meet the schedule.	0			
	Insufficient available capacity to meet the schedule.	-3			
Team's Demonstrated Qualifications	Technical expertise: Unique Resources & Equipment that yield a relevant added value or efficiency to the deliverable.				
	Demonstrated outstanding expertise and resources identified for req'd services for value added benefit.	2		15	0
	Demonstrated high level of expertise and resources identified for req'd services for value added benefit.	1			
	Expertise and resources at appropriate level.	0			
	Insufficient expertise and/or resources.	-3			
Project Manager	Rating of predicted ability to manage the project, based on: experience in size, complexity, type, subs, documentation skills.				
	Demonstrated outstanding experience in similar type and complexity.	2		5	0
	Demonstrated high level of experience in similar type and complexity.	1			
	Experience in similar type and complexity shown in resume'.	0			
	Experience in different type or lower complexity.	-1			
	Insufficient experience.	-3			
	Historical Performance of Firm's Project Management from database.			5	0
Approach to Project	Understanding and Innovation that gives INDOT cost and/or time savings.				
	High level of understanding and viable inovative ideas proposed.	2		10	0
	High level of understanding of the project.	1			
	Basic understanding of the project.	0			
	Lack of project understanding.	-3			
Location	Location of assigned staff office relative to project.				
	Within 50 mi.	1		5	0
	51 to 150 mi.	0			
	151 to 500 mi.	-1			
	Greater than 500 mi.	-2			
	For 100% state funded agreements, non-Indiana firms.	-3			
Weighted Total					0

For categories that are not relevant to the particular agreement being evaluated leave the category score as N/A. This is to be as documented in the RFP.

The scores assigned above represent my best judgement of the consultant's abilities for the rating categories. Signed: _____
 Title: _____
 Date: _____

Consultant Selection Rating Form Notes Specific to Use on this RFP

1. Historical performance ratings will not be directly inputted from the database for this particular advertisement due to the fact that the current data is not directly compatible with new process. This applies to the Past Performance category and to the historical performance part of the Project Manager category. Instead, ratings will be assigned between 2 and -3 based on review of available performance data, the professional experience of the individuals doing the scoring and based on feedback available from any known references. When there is insufficient information available or when the information available indicates “at standard” performance a neutral rating of “0” will be assigned.
2. Location ratings will be assigned based on the location of the indicated responsible consultant office relative to Indianapolis.

Item No. 1. INDOT ORGANIZATIONAL DEVELOPMENT PLAN

Work Description: Selected consulting firm to perform the following organizational developmental professional services:

1. As part of INDOT's effort to deliver Major Moves plan (10 year plan of funded highway projects) and to advance Strategic Initiative for Process Excellence-PX, INDOT is seeking to identify an experienced professional service contractor who specializes in both public, private and DOT sectors. The ideal professional services contractor will be industry experienced with skills to assist in developing and continuously improving INDOT key leadership competencies focusing on safety management, setting and following through on expectations, coaching, leadership effectiveness and integration of INDOT IT technologies with assessment platform technologies to enable user access.
2. INDOT seeks 4 year services from the consultant to establish a fully functioning development plan incorporating web-based assessment, training, development and performance enhancement tools. The plan will be divided into:

Assessment Phase

Pre-Assessment

Platform Development

Presentation and Interpretation of Cultural Assessment

Training all leaders to be able to effectively utilize web based assessment technology

Leadership Coaching

Pilot Phase

Development of Training Curriculum and participant materials

Workbook and Material Production

Facilitation of Training and Development Process

Performance Management System Integration

Travel

Consultation as needed

The planned No. of consultants to be selected for this item is 1.

Agreement Type: Negotiated Labor Rates

Maximum Agreement Amount: Will be negotiated, Federal funding involved.

Term of Agreement: Four years

DBE Goal: None

Required Prequalification Categories: Prequalification not required.

Additional Qualifications:

A minimum of five (5) years of experience in formulating and leading organizational development plans.

Proven experience in both public and private sector.

*Consultants submitting for this item shall provide an internet weblink url address to a demo, or other previously created example, of a customized web-based organizational assessment / development program tool that your firm or team has created.

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End of INDOT Web Page for Project Notification